


**NEVADA DEPARTMENT OF VETERANS SERVICES (NDVS)
GENERAL POLICIES AND PROCEDURES DIRECTIVE**

POLICY NO: VS-ADMN-05	SUBJECT: Transfer, Destruction, Disposal of Artifacts	ORIGINATION DATE: 09/01/2017
POLICY LEAD: Fred Wagar, Deputy Director	AG REVIEW: Brandon Price & Katlyn Brady	CURRENT EFFECTIVE DATE: 02/19/2020
APPROVED BY: Katherine Miller, Director	SIGNATURE: 	NEXT REVIEW DUE: 02/19/2023

1. PURPOSE: This policy provides direction for the proper transfer, destruction, or other disposal of artifacts and other property that have military or historical value.

2. BACKGROUND: NRS 417.090

a. As authorized by NRS 417.090(1)(i), NDVS may take possession of any abandoned or unclaimed artifacts or other property that has military or historical value for safekeeping.

b. Pursuant to NRS 417.090(2)(a), NDVS Director shall establish an internal policy to guide the employees of the Department regarding the transfer, destruction, or other disposal of artifacts and other property and to post the policy on the NDVS internet website.

3. PROCEDURES

a. The NDVS Deputy Director of Programs and Services (DDPS) is the person responsible for executing this policy. The leads at the sites listed below are responsible for unclaimed or abandoned property:

(1) Nevada State Veterans Memorial, Armed Forces Wall, and U.S.S. Nevada Memorial – State Public Works Division, Buildings & Grounds Section (B&G)

(2) Nevada State Veterans Homes–Administrator

(3) Nevada State Veterans Cemeteries–Superintendents

(4) Veterans Advocacy and Support Team (VAST) Offices –VAST Director

(5) NDVS Headquarters–Executive Officer

SUBJECT: VS-ADMN-05 Transfer, Destruction, Disposal of Artifacts

CURRENT EFFECTIVE DATE: 02/19/2020

Page 2 of 3

b. Within three business days of discovering unclaimed or abandoned artifacts or other property, the site lead will notify the DDPS Administrative Assistant, by email, of the discovery. The DDPS must be included in the carbon copy "cc" section of the email. The notification email will include the following information: A description of the item, a scanned photograph of the item, the identification of the person who discovered the item, and location of where the item was discovered.

c. The unclaimed or abandoned artifact or property will be placed and held in a secure location by the site lead at the office where the item was discovered. If, after 30 days, the artifact or property has still not been claimed by the rightful owner, it will be transferred to the DDPS for safekeeping and further disposition. Property found at the NV State Veterans Memorial will remain in the custody of the B&G until transferred.

d. The following procedures apply to the transfer of unclaimed artifacts or other property that may have military or historical value:

(1) When an item that may have military or historical value is not claimed after 30 days, and has been transferred to the DDPS, the DDPS will contact the Nevada State Director of the Nevada State Museum or the Nevada Historical Society, in writing, as listed below, to determine if the artifact or other property has military or historical value and is worthy of preservation. If the Nevada State Museum or the Nevada Historical determines an unclaimed artifact or property has military or historical value and makes a written request to possess the item DDPS will coordinate the transfer of the item with the receiving institution.

Director Nevada State Museum 600 N. Carson Street Carson City, NV 89701 (775) 687-4810 x 226	Director Nevada Historical Society 1650 N. Virginia Street Reno, NV 89503 (775) 688-1191 x 222
--	--

(2) If the Nevada State Museum or the Nevada Historical Society does not request the possession of the item or chooses not to accept the item, the DDPS may, but is not required to, contact any other governmental agency or nonprofit entity, including, without limitation, a veterans' organization or the United States Department of Veterans Affairs (VA), to determine if such agency wishes to accept the item for historic preservation.

(3) Non-State of Nevada governmental agencies or nonprofit entities must acknowledge, in writing, that it agrees not to sell the requested item or

SUBJECT: VS-ADMN-05 Transfer, Destruction, Disposal of Artifacts

CURRENT EFFECTIVE DATE: 02/19/2020

Page 3 of 3

transfer it to another agency or person for purposes other than the respectful display or preservation of the item. DDPS will coordinate the transfer of the item with the receiving agency. The receiving agency or entity will be responsible for the cost of shipping.

(4) If the Nevada State Museum or the Nevada Historical Society chooses not to accept an item, that item may be retained by NDVS at the discretion of the NDVS Director, for respectful display or preservation of the item at NDVS offices in locations where the public has the opportunity to view such items. Requests for NDVS retention must be submitted in writing to the NDVS Director for consideration.

e. The following procedures apply to the destruction or disposal of items that may have military or historical value:

(1) If there are no requests for the transfer of abandoned or unclaimed artifacts or other property that has military or historical value, after sending notification to the Nevada State Museum or the Nevada Historical Society, the VA offices located in Nevada, U.S. Department of Defense Museums (where applicable) and National/State Veterans Service Organizations located in Nevada, the DDPS will destroy or dispose of the items in a respectful manner pursuant to NRS 417.090(i)(2).

(2) The DDPS will prepare and maintain a written record of the destruction or disposal of any and all abandoned or unclaimed artifacts or other property that has military or historical value.

f. The NDVS Director shall ensure this policy is posted in the NDVS Intranet Policy section and website maintained by NDVS pursuant to NRS 417.090(2)(b).